LABORATORY and WORKPLACE REGULATION

release 2012

UNIVERSITEIT GENT

extremely inflammable
e.g. diethyl ether, ...

explosive
e.g. picric acid,...

very toxic
e.g. hydrogen fluoride

corrosive
e.g. strong acids and bases

harmful to health
e.g. chloroform, toluene, xylene

radioactive
e.g. thorium nitrate, Iodine-125, uranyl acetate, phosphorus-32, ...

highly inflammable
e.g. acetone, (m)ethanol, toluene, ...

oxidising
e.g. perchloric acid, chroomtrioxide, potassium permanganate, ...

toxic
e.g. methanol, benzene

irritant
e.g. sodium carbonate

biohazard
e.g. *E.coli, Salmonella spp.*

dangerous-to-the-environment
e.g. ammonia, kaliumdichromate, ...

radiation risk – radioactive substances

dangerous electric tension

important magnetic field

inflammable substances

oxidizing substances

danger

harmful or irritating substances

explosive atmosphere

explosive substances

biological risk

laser ray

hot surface

UV light

poisonous substances

corrosive substances

hanging loads

low temperature

suffocation

obliged to wear safety glasses

obliged to wear hearing protection

obliged to wear breath protection

first aid

warning button

obliged to wear safety gloves

obliged to wear safety shoes

obliged to wear safety helmet

eye shower

fire extinguisher

obliged to wear overshoes

obliged to wear countenance protection

obliged to wear breathing protection

emergency shower

fire hose

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Laboratory and workplace regulation

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1 Introduction

The present brochure is the Laboratory and Workplace Regulation of the University of Ghent (UGent). Its principle aim is to advise and encourage the staff of university laboratories, workplaces or clinics to comply with the code of good practice – in particular with regard to a safe, healthy, environmentally acceptable and legal working area. At the same time this regulation stresses the responsibility of the hierarchical line, the employee, the student etc.

These regulations must be considered as a practical manual for looking up information easily – although the information is limited. Frequently, there will be references to specific contacts and more detailed standard operation procedures, which can be consulted on the website of the UGent. The regulation could be expanded with location-specific operation procedures depending on the activities in the lab. The last page of this document provides a list of contacts that should be updated and completed regularly.

IMPORTANT CONTACT DETAILS !

www.ugent.be/**veiligheid**
www.ugent.be/**gezondheid**
www.ugent.be/**straling**
www.ugent.be/**milieu**

the phone number **88** or

09/2648888

(Permanent guard centre of the UGent in case of emergency)

The laboratory and workplace rules of the UGent are mainly directed towards people exposed to hazardous substances, equipment and/or activities in workplaces at the university. The head of the department ensures that the rules are complied with and implemented correctly. He expects the laboratory staff of the department to follow the guidelines. Every laboratory worker must sign the declaration under point 8 as read and agreed to and return it to the head of the department. Thus, not only employees at Ghent University but also those of equal status, in particular students, must have knowledge of the content of the rules and the manual's annexes.

At Ghent University, these themes are coordinated by the central administration. The services for Health, Safety and Environment offer advice and support. Check page 5 for the contact details.

Internal Office for Prevention and Protection at work (IDPBW)
headmanager: Benny Vandenberghe

Safety Department (DV) - Sint-Pietersnieuwstraat 25
headmanager - safety advisor: Benny Vandenberghe
safety advisors: Ilse Van Laere, Nathalie Praet
emergency planning: Mathias Vanhaverbeke

veiligheid@ugent.be
tel. 4151
fax 8991
noodplanning@ugent.be

Department of Occupational Medicine (DMT) - De Pintelaan 185
headmanager – occupational physicians: Ludo Vanmarsnille
safety advisors - occupational physicians: Paul De Pauw, Luc Cobbaut
Christian Wille
nursing staff: Marjolein Geschier, Nadine Jonckheere
first aid / students on work placement: Steven Gryp

gezondheid@ugent.be

tel. 09/3323076
fax 09/3324981

Radiation Protection Service (FyCo) - Proeftuinstraat 86
headmanager: Hubert Thierens
radiation expert: Myriam Monsieurs
radioactive waste policy: Isabelle Meirlaen
personnel dosimetry: Nancy Van Aerschot

straling@ugent.be
tel. 6519
fax 6696

Confidential mediator – Sint-Pietersnieuwstraat 25
Sara Drieghe

tel. 4253

External Office for Prevention and Protection at work (EDPBW)
Idewe vzw – Grote Steenweg Noord 9, 9052 Zwijnaarde
external prevention advisor for psychosocial aspect

tel. 09/264 12 30
fax 09/264 12 39

Environment Office - Sint-Pietersnieuwstraat 25
headmanager - environmental coordinator: Riet Van de Velde
environmental advisors:
hazardous substances and waste: An Van Goethem
environmental permissions, biosafety: Koen Houthoofd
soil, air and water: Greet Persoon
sustainable energy and mobility: Wim Van den Driessche
stock management of hazardous substances: Heidi De Brabandere

milieu@ugent.be
tel. 8949
fax 3581

Internal security - Permanent guard centre - **Stalhof 6**
Dominique Van Acker
Coordinator Crimeprevention: Geert Van de Merckt

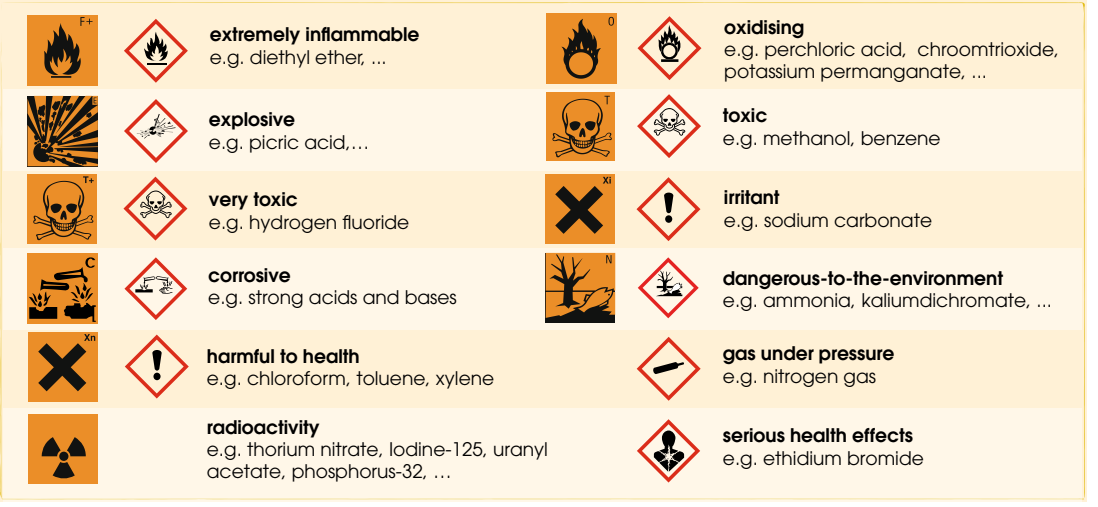
permanentie@ugent.be
tel. 88(09 2648888)
tel. 7171
fax 7289

2 Hazardous substances

Products with hazardous properties or hazardous substances are substances classified as harmful, inflammable, explosive, corrosive, etc. including radioactive substances and materials, medicines, pesticides, herbicides, biological agents, chemical, medical and animal waste. Such substances must be handled with care with respect to safety, health and environment.

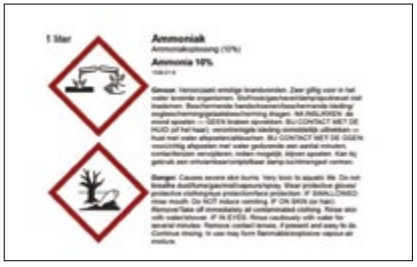
In order to outline a prevention policy on health and safety issues, on people's working and living environment, as well as on emergency intervention, it is important to know who uses which substances, with what frequency, in what concentrations, where, how and in what quantities these substances are stored. This type of information is gathered in risk evaluations, drawn up by the people involved.
In practice the (M)SDS or material safety data sheets , but most importantly the labels with danger symbols on substances, are used as a guidance to define the danger and the preventive measures. Recognizing and comprehending danger symbols is therefore essential.

The criteria of classification and the labelling prescriptions are changed. Since 2012, all hazardous substances carry the new labels. The used CLP-symbols are diamond shaped and the R- and S-sentences are replaced by Hazard and Precautionary statements.



2.1. DANGER LABELS AND CONTAINERS

Hazardous substances are stored in the original, non-expired packaging if possible, provided with the correct labels and danger symbols. Anyhow, when moving substances from one container to another, the receiving container has to meet the required rules of packaging and carry the labels and symbols required by regulation.



Material safety data sheets or (M)SDS provide this information more extensively. The supplier is legally obliged to deliver an updated MSDS for each supplied substance. In practice, unfortunately, the user often needs to claim it himself. These sheets must be kept at the place where the substance is used, applied or stored or at least be accessible to the staff or the department.

REMEMBER!

- it is forbidden to overwrite labels;
- 'old' labels must be removed before sticking new ones;
- a safety container, a metal container with a tap, available at suppliers of safety gear and lab products, is obliged as receptacle for inflammable liquid contents of more than 3 l;
- the maximal content of hazardous substances in glass receptacles may never surpass 3 l;
- food or drink packaging may never be used as packaging for hazardous substances.

MSDS, radioactive data sheets and labels:
athena.ugent.be > apollo > welzijn en milieu > stoffeninformatie

2.2. PURCHASE AND REGISTRATION OF HAZARDOUS SUBSTANCES

The purchase of hazardous substances should be well-considered and, if necessary, it must be reported and permitted. The purchase should also be registered in an inventory of stock where at least the identification of the substance, the storage, the storage quantities and the year-based consumption must be inscribed.

Such storage management is not only an indication of a professional handling of hazardous substances, it is especially important when incidents or accidents occur requiring an intervention by the local first intervention team or by the fire brigade.

KNOW WHAT YOU ARE BUYING!

- the purchase of hazardous substances should be in proportion to what is necessary;
- gas cylinders should better be rented than bought; the cost of elimination is very high and has to be paid by the department;
- a licence is needed for the purchase of explosive, hormonal, narcotic, etc. substances; this licence can be requested at the Environment Office;
- the presence of (very) toxic cyanides, cyanogen compounds and their preparations should be notified to the Medical Labour Inspection (FPS Employment, Labour and Social Dialogue) and to the Department of Occupational Medicine; fill in the right form (see @) in consultation with the Department of Occupational Medicine;
- the products may not stay unattended on receipt, but should be stored immediately in an appropriate storage depot;
- the supplier is obliged to deliver an MSDS-sheet for each substance;
- hazardous substances, including the radioactive substances, should be reported in an inventory of stock, more specifically the central inventory of the UGent.

Central system of supply management for hazardous substances:
athena.ugent.be > apollo > welzijn en milieu > voorraadbeheer

Form for the notification of the presence of cyanides e.a. to the Medical Labour Inspection:
www.ugent.be/gezondheid > gevaarlijke stoffen > formulier kennisgeving cyaanverbindingen

2.3. HANDLING OF HAZARDOUS SUBSTANCES IN A LAB

The utilisation of hazardous substances requires an evaluation of the potential risks to avoid or minimize exposure to humans and to the environment. The doors of each laboratory should show the potential risk as well as the co-ordinates of contact persons.

The emergency instructions, the manual of the lab and specific standard operation procedures should always be available in the lab, as well as the MSDS of the handled products or the technical sheets of the waste streams produced.

* Federal Public Service Employment, Labour and Social Dialogue, Medical Labour Inspection, Ketelvest 26/202, 9000 Gent, tel. 09 265 78 60, e-mail fww.oost-vlanderen@werk.belgie.be

PROTECT YOURSELF, OTHER PEOPLE AND THE ENVIRONMENT!

- always wear a lab coat and, according to the risk, safety gloves, safety boots, safety glasses, breathing protection, facemasks, etc. ;
- identify and date the experiments and used substances;
- secure experiments and equipment (e.g. secure gas cylinders);
- work in a fume hood, a biological safety cabinet or a separate lab;
- never store or consume food or drinks in laboratories or workplaces, storage rooms or cupboards;
- never fill a pipetor by mouth suction, but use a pipetor bulb;
- never use cosmetics in the neighbourhood of hazardous substances;
- never smoke in the neighbourhood of hazardous substances even in open air;
- inform your colleagues and head master about allergies, pregnancy, etc.;
- avoid spills of hazardous substances in the environment.

2.4. STORAGE

2.4.1. Storage of amounts in use

The presence of hazardous substances in laboratories and workplaces should be limited. In practice, this means only those amounts necessary for ongoing experiments should be present. At the end of the day, (extremely) highly inflammable substances must be stored in an appropriate storage depot, so called group 1-room* or a safety cupboard. (Very) toxic substances should be stored immediately after the activities in a locked area. It's forbidden to store more than 50l of extremely highly inflammable liquids (danger symbols F+, F) in a room, if this room is not equipped in accordance with storage room requirements.

Storage of hazardous substances in a lab is not allowed.

* Group 1-room: fire-resistant room with standing boards, with ventilation at the top and at the bottom and explosionproof electrical installations.

They should be stored in a special room equipped in accordance with storage room requirements. If such a storage room is not available, or if the quantities are very limited, the storage of (extremely) highly inflammable substances or other dangerous substances may be allowed in safety cupboards. Corrosive substances may best be stored in an acid and alkali storage cabinet. Cupboards for liquids must be provided with ledgers with standing boards.

LIMIT THE PRESENCE OF HAZARDOUS SUBSTANCES IN THE LAB TO AMOUNTS IN USE!

- store inflammable substances (> 3l) in a safety container (a metal container with tap);
- store (extremely) (highly) inflammable or flammable substances, as well as (very) toxic substances in an appropriate storage depot at the end of the day;
- (extremely) highly inflammable or flammable gases belong in safety cupboards;
- never use fume hoods as storage depot.

2.4.2. Long term storage

Storage rooms, cupboards and sheds are appropriate storage depots for the storage of hazardous products. They should comply with the safety and environment regulations*.

(Extremely) highly inflammable substances must be stored in a group-1 room. The rooms must be cleaned up and ventilated. Moreover, products must be classified by danger category with the labels in the front and last but not least, hazardous substances should be put in rooms, cupboards or sheds with standing boards. Substances which can react dangerously with others shouldn't be placed together.

* Safety regulation: Codex on Safety at Work and ARAB; environment regulation: Vlarem.

STORE HAZARDOUS SUBSTANCES IN APPROPRIATE STORAGE DEPOTS!

- provide enough storage accommodation
  - preferably in a separate room near the lab;
  - smaller quantities can be stored in a storage cupboard in the lab;
- keep (extremely) highly inflammable substances in a group 1-room or, in lack of this, in a safety cupboard; those liquids that have to be conserved in a cool room are kept in an explosionproof fridge;
- be sure that dangerous liquids are put in a storage depot or a cupboard with standing boards; substances which can react dangerously with each other should not be placed together;
- do not store (extremely) highly inflammable substances and gases in a cellar;
- store containers with the label clearly visible;
- never place glass containers above shoulder height;
- never place oxidising substances near inflammable or oxidising substances; if possible, store them separately according to the data on the MSDS;
- depending on the stability, always keep explosives in a locked area, such as an explosionproof fridge or safety cupboard (provided with an earthing); keep a logbook for the registration of the stock and the consumption; never place explosive substances near other products in the same cupboard;
- store (very) toxic products in a locked area;
- keep toxic cyanides, cyanogen compounds, biocides and narcotic products in a locked area; keep an inventory as well as a logbook for registration of the stock and the consumption;
- only store radioactive waste in permitted rooms and keep an inventory as well as a logbook for the registration and the consumption;
- label the door of the storage room with the right danger symbols.

For more information about the design of storage depots and the placement of safety cupboards or storage cupboards, contact the Safety Department or consult:
www.ugent.be/veiligheid/pmge

2.5. TRANSPORT

The internal and external transport of hazardous substances involves some risks, not only for the health and safety of the employees who are directly involved, but also for the people living along the transport routes and for the environment. To eliminate or minimise these risks, international, national and local regulations exist concerning the road- (ADR) , rail- (RID) and air- (IATA) transport. The transport of hazardous substances at Ghent University only occurs in consultation with the Environment Office. Transport of radioactive substances is organised by the Radiation Protection Service and carried out by a specialized firm.

LIMIT TRANSPORT TO A MINIMUM!

- check if the quantities are kept within the fixed maximum; for several substances and in case of overstepping the maximum, you are obliged to call on a specialized firm in consultation with the Environment Office or the Radiation Protection Service;
- use a regulated and secure container that is protected from any leakage during transit;
- provide a right labeling and marking, as well as a clear data of the sender and the addressee;
- take along the Safety Information Sheets of the carried products.

Consult the schedule with the maximum licensed transport amounts:
www.ugent.be/nl/univgent/welzijnmilieu/milieu/stoffen/praktijken/transport/wegtransport/vrijstellingsgrenzen.htm

For more information about the transport of dangerous goods:
www.ugent.be/milieu > gevaarlijke stoffen > transport van gevaarlijke stoffen

2.6. WASTE

Waste production and collection also cause risks, especially in the case of hazardous waste. Waste is categorised in non-hazardous waste and hazardous waste that contains medical, animal, radioactive and small dangerous waste. Hazardous waste is under the supervision of the Environment Office, except for radioactive waste that is managed by the Radiation Protection Service. Each department of the faculty is responsible for the internal organisation of the selective collection. Waste is only collected in consultation with the services mentioned above, which keep the required waste inventories.

Students and staff know which waste belongs to which waste stream by a clearly marked 'waste corner', provided with waste posters. Technical sheets – available for all present waste streams in a room – give more detailed information about waste containers, labeling, collecting conditions, transport, etc. Filled barrels are brought to storage depots prior to their transport. At the end of the day, inflammable waste is placed in a fireproof storage depot or in a safety cupboard. Anyway, hazardous waste should be transported before the expiry date of the plastic containers (5 years).

2

TAKE CARE OF HAZARDOUS WASTE!

- order waste containers at the central warehouse, depending on the waste stream. Preferably use 10l-jerrycans for liquid waste streams;
- mention the co-ordinates of the contact person and department on the label; the code of the container and the data must be added on the label for the waste streams of lab products and medicines;
- stick the ADR-symbol on the same side of the label;
- place the waste container in a waste corner or in a waste storage depot;
- make sure you close the containers properly; never leave containers filled with inflammable liquids open in fume hoods or other places;
- respect the guidelines for waste collection, in particular for each waste stream;
- respect the maximal rate of filling (90% and 20 kg for jerrycans, 40 kg for 60 l drums with removable lid, 20 kg for medical waste containers);
- jerrycans with liquid waste are placed in a container or depot with standing boards;
- at the end of the day, inflammable waste should be placed in safety cupboards or fire-proof storage depots;
- transfer filled containers to a waste storage depot of hazardous waste.

RADIOACTIVE WASTE

- order waste containers at the Radiation Protection Service;
- record the date the container was closed, the co-ordinates of the contact person and department, radionuclides present and their total activity, the waste category and if possible the chemical compounds in liquid waste;
- respect the guidelines for the collection and storage of radioactive combustible waste;
- respect the maximal rate of filling (e.g. 6 -12 kg for containers of solid waste);
- transfer filled containers to the storage depot of radioactive waste.

HAZARDOUS BIOLOGICAL WASTE (RMA)

- order yellow RMA-containers and sharps containers at the central warehouse;
- mention on the yellow A4-label 'hazardous biological waste', delivered by the barrel supplier: 'UGent', the co-ordinates of contact persons and department; when necessary, stick an extra label for ethidiumbromide waste;
- respect the guidelines for the collection and storage of biological waste;
- respect the maximal rate of filling (20 kg for RMA-containers);
- transfer filled containers to a cold storage depot, in particular for hazardous biological waste

BUT FIRST OF ALL: WASTE PREVENTION!

- never buy more than necessary and use containers for reuse (gases, solvents, etc.) as often as possible;
- look for less hazardous alternatives if possible; after all, the transport and removal of e.g. explosive substances is very expensive and problematic;
- never prepare more reagents than necessary;
- collect discarded PC's, empty toners and old lab equipment for reuse or recycling: contact the Environment Office for this;
- use the online swap shop of the UGent.

Waste instructions for chemical and biological waste:
www.ugent.be/milieu > afval

Waste instructions for radioactive waste:
www.ugent.be/straling > radioactief afvalbeleid

Containers for chemical and biological waste can be ordered at the central warehouse.
To order waste labels and ADR-symbols, contact the Environment Office:
milieu@ugent.be

Containers and labels for radioactive waste can be ordered
from the Radiation Protection Service or the central warehouse:
straling@ugent.be

Online swapshop:
www.ugent.be/milieu

Wrong collection, waste water disposal, dumping, or anything that is not according to the regulations is inconsistent with the waste policy of the UGent. Therefore, such practices must be reported immediately. Possibly extra costs in the waste processing or penalties will be refunded by the responsible department.

2.7. WASTE WATER

In the environmental permission, emission standards for waste water are defined. Exceeding these emission standards is an environmental crime and can lead to a financial penalty. This shall be borne by the producers of pollution, according to the polluter-pays principle.

DO NOT DISCHARGE WASTE INTO THE WATER!

- do not discharge water into the water via the sink;
- be conscious that also rinse water can contain significant concentrations of hazardous substances; in that case, also this rinse water must be collected;
- take the water solubility of the hazardous substances into account;
- contact the environmental office in case of doubt.

For more information about the collection of waste and waste water, contact
milieu@ugent.be

The most critical parameters:

- heavy metals as Pb, Zn, Cd, Hg, Ag
- organic halgenated solvents as dichloromethane, chloroform
- some poly-aromatic hydrocarbons
- tributyltin
- nonylfenol
- chloroalcanes
- polybrominated diphenyl ethers
- pentachlorobenzene

It's strictly forbidden to discharge these.

2.8. SPECIFIC HAZARDOUS SUBSTANCES

Besides the above-mentioned guidelines for hazardous substances, some additional rules are given for a few specific hazardous substances.

2.8.1. Ethidiumbromide and other DNA markers

Because ethidiumbromide is a marker for DNA, it is used by many biotechnological laboratories. Moreover, ethidiumbromide is a very toxic substance (mutagen and carcinogen). For that reason, manipulations and the use of protective equipment are strictly regulated. Use for this work a separate room or – when not available –look for a conform ethidiumbromide room, that can be shared with other research groups. Within the room, the contamination zone should be clearly distinguished from the zone without contamination.

For the use of SybrSafe and other DNA markers, the same guidelines as for the use of ethidiumbromide apply. *SybrSafe* has the advantage that no UV-light is required.

HANDLE CAREFUL!

- keep the lab coats, gloves and shoe covers in the not contaminated zone;
- cover the benches with benchcoats, which must be removed in every case of contamination;
- contaminated materials may never leave the room;
- at the end of the activity, check on possible contamination; first do this without UV-lamp (little red spotlights), afterwards with UV-lamp (carry a UV-mask).

For instructions for the use of ethidiumbromide check:
www.ugent.be/milieu > gevaarlijke stoffen > gebruik van Ethidiumbromide

2.8.2. Biological agents

Pathogens, hazardous biological agents for human, plant, animal and environment (bacteria, viruses, parasites, fungi, etc.) and genetically modified micro-organisms should be used and stored in accordance with the biosafety regulation. A risk level is pointed according to the biological agents and the activity. Therefore, containment levels count for infrastructure as well as for working practices. A specific permission by the Department of Environment, Nature and Energy of the Flemish Government is required for every biotechnological activity.

KEEP IT CONTAINED!

- check if your activities are in accordance with the description in your permission;
- only work in contained labs, animal facilities or greenhouses that meet the requirements in accordance with the risk rate ; provide a clear and correct signalisation on the door;
- provide a biosafety guide and respect the guidelines;
- remove the disposal as hazardous biological waste or inactivate it properly and validate the method of inactivation with a bio-indicator;
- follow the regulations when sending and transporting biological material.

For more information concerning the use of biological agents, check:
www.ugent.be/milieu > bioveiligheid

Bio-indicators are available in the central warehouse (Centraal Magazijn) of the UGent.

2

2.8.3. Radioactive substances and sources of ionizing radiation

Before using radioactive substances or ionizing radiation, contact the Radiation Protection Service and the Department of Occupational Medicine. A licence of the Federal Agency for Nuclear Control (FANC), a specific waste-procedure, a specific medical examination and often personal dosimeters are required for these activities. Concerning the specific guidelines in each department, please contact the certified person.

WORK CAREFULLY!

- make sure you wear impenetrable gloves while working with radioactive substances;
- put lead screens and lead aprons in rooms where professional exposure to X-rays or gamma rays is possible;
- put screens in plexiglass while working with beta-emitters;
- use benchcoat on the benches;
- check for contaminations before and after the experiments;
- follow a course on "Working safely with ionizing radiation" .*

More information about working with radioactive substances and sources of ionizing radiation:
www.ugent.be/straling

In labs working with radioactive substances, all desks must be easy to clean and the room must have standing boards.

* Course "working safely with ionizing radiation" at the start of the job, and periodical organized by the Department of Radiation Protection.

2.8.4. Gas

Gases have the CLP labels, the danger labels for road transport, and a colour indication at the top of the gas cylinder, in accordance with the European regulation*. Gas cylinders must be checked, with a periodicity depending on the gas group (3y, 5y or 10y)* .

HANDLE GASES CORRECTLY!

- always secure gas cylinders on 2/3 of their height to the wall;
- make sure the number of gas cylinders in the lab or at the working place is limited to the strict minimum needed for the ongoing project;
- always use an expander;
- never use an expander as a closing tap;
- put combustible and (extremely) highly inflammable gases in a safety cupboard;
- gases do not belong in a cellar, neither for use, neither for storage;
- put full and empty gas cylinders in the outside storage depot in the right compartment; - likewise, gas cylinders need to be put on 2/3 of their height on the wall, provided with their cylinder head;
- before transport, remove the expander and use transport cars for gas cylinders;
- keep an eye on the expiry date of the gases and the cylinders;
- follow a course “Working safely with industrial gases”;
- wear safety shoes when you manipulate gas cylinders.

For more information about working with gases, contact the Safety Department.

* ARAB art. 349-363; ADR-attachment A European Guidelines

2.8.5. Cryogen liquids

Liquid nitrogen is one of the most used cryogen liquids. Liquid nitrogen is a gas that has been condensed to a liquid. It has an extremely low temperature of about -196°C. When this liquid is exposed to outside air, it shifts boiling into its gas form. The transition from liquid to gas triggers a forceful increase in pressure and/or an increase in volume. In its transition to gas, liquid nitrogen's volume increases 700 times. This increase in pressure can lead to explosions. The transition to the gas stage also implies that the nitrogen concentrations in the air increase, and that the oxygen concentration, normally amounting to 21%, strongly decreases, heightening the danger of suffocation for people that enter the space at that moment.

PROTECT YOURSELF!

- wear a facial protective shield, temperature-proof gloves and a lab coat that is completely buttoned up and closed shoes;
- transport liquid nitrogen only in closed barrels;
- carry out a risk analyses for the rooms where one works with liquid nitrogen
- do not heat cryogene liquids outside a fume hood;
- rinse lengthily with water, upon contact with skin or eyes;
- treat any sustained injuries as burns;
- prevent gas forming by using a draw-off installation.

A risk analyses form for working with liquid nitrogen can be obtained at:
www.ugent.be/veiligheid/risicoanalyse

Work equipment

3

In order to avoid or limit risks as much as possible, work equipment must comply with current legislation. Work equipment is all machinery, appliances, installations, mechanised tools and testing devices necessary to perform certain labour. Pursuant to prevention policy, the Safety department must be involved in both purchasing (for safety requirements) and entry into service (for the entry into service report), as well as in modifying existing work equipment or the application of new techniques.

Additional obligations exist for some work equipment. The existing authorization must be verified for necessary modifications with regard to work equipment subject to authorization (such as autoclaves, compressed air tanks, cooling installations, sources or appliances with ionising radiation, ...), or for necessary infrastructure modifications to be made. Due to their specific risks, certain types of work equipment require periodic inspection duty by an External Service for Technical Inspections (ESTI), an independent inspection body recognised by the government. A framework agreement was concluded by the Safety department for the periodic inspections of a number of types of work equipment, including steam appliances, compressed air tanks, fixed tanks for gases, high-voltage power usage appliances and centrifuges. Such central control aims to conform, to streamline and to optimise management and observance of the periodic inspections of the types of work equipment mentioned at Ghent University, and to improve the services provided towards the departments .

Specifically, upon entry into service new work equipment subject to authorisation is immediately recorded by the prevention advisor in the inspection inventory maintained by the Safety department. The Safety department makes the necessary arrangements with ESTI for possible entry into service inspection in consultation with the contact person within the department. ESTI will contact the contact person within the department directly in order to plan the periodic inspections of existing work equipment subject to inspection. For the inspection of steam appliances and compressed air tanks, technical support from the equipment's supplier or manufacturer is required each time. To this end, the department must make the necessary arrangements itself.

All work equipment subject to inspection within the different departments at Ghent University are provided with a unique IDPBW number, as recorded in the inspection inventory, in order to obtain simple identification of all work equipment subject to inspection at the workplace. After each inspection, a label is applied on the work equipment, which indicates whether the equipment was approved (green label mentioning the final date for the next inspection), approved with comments (orange label) or was rejected (red label).

3

The department must maintain a safety dossier of all work equipment, which includes the safety requirements, the entry into service report, the original manual, the usage instructions, the maintenance registry, the risk analyses and any inspection reports or authorisations.

PURCHASE OF NEW WORK EQUIPMENT

- contact IDPBW before the purchase of new work equipment to receive the safety requirements;
- the supplier must be able to prove compliance with these safety requirements;
- contact IDPBW after delivery for drafting of the entry into service report (ESR);
- verify whether or not the new work equipment is subject to a periodic inspection obligation, inform the Safety department of work equipment subject to inspection not included in the inventory;
- take into account any necessary additional authorisations;
- create a safety dossier for all work equipment;
- in the case of electric appliances and installations, select energy efficient work equipment as much as possible, for appliances using cooling water, purchase a closed cooling circuit.

For more information about the prevention policy related to work equipment (safety demands, bring into service, inspection, etc.), contact the Safety Department or consult:

www.ugent.be/veiligheid/arbeidsmiddelen

Personal Protective Equipment

4

In order to protect yourself from safety and/or health risks during work, usage of personal protective equipment (PPE) is often required. PPE must be used when risks cannot be avoided at their source (for example, by not using a dangerous product), when collective technical protection equipment (for example, a fume hood) is insufficient or when risks cannot be sufficiently limited through organizational measures and methods (for example, by the application of procedures).

PPE consists of any equipment which is carried or held and which protects its user against safety and health risks present, as well as all accessories and additions which contribute to its protective function (for example, facial mask, gloves, helmet, safety glasses, ...). Correct PPE is always provided with a CE-marking (in conformity with European Directive 89/686/EEC) with reference to any applicable standards (for example, for disposable gloves in the chemical lab: packaging provided with CE-marking and reference to European standards EN420 and EN347-1 including corresponding pictograms).

The choice of the right PPE is made based on the risk analysis. Here, the risks associated with a certain task are analysed and evaluated, after which the PPE's characteristics are set. Determination and purchasing of the right PPE always occurs in consultation with the Safety department.

PROTECT YOURSELF!

- prevention policy applies to the purchase of PPE: contact the Safety department before choosing and purchasing of PPE;
- contact the Radiation Protective Service for PPE for working with ionising radiation;
- buy your PPE through the framework agreement http://www.ugent.be/veiligheid/pbm (valid framework agreement from 2012 onward)
- always use PPE in a correct manner, consult the user's manual before use;
- pay attention to the expiration date on specific PPE (filters, facial masks, helmet, ...)
- students are responsible for their own personal protective equipment, pay attention that they always use it in the correct manner;
- notify colleagues about wearing necessary PPE.

5 Workplace equipment

The workplace needs to be clean, well organized and labelled. The fume hood should work well, the apparatus should be tested and there should be a waste corner where it is possible, to collect waste selectively. Loose electric cables should be avoided. In case something happens it must be possible to use a fire extinguisher, an emergency or eye shower, a first aid case and absorption material.

5.1. DESCRIPTION

Doors of the working places, either labs or mechanic studios, should point out the potential risks through an icon, together with the names of contact persons. An additional green, orange or red label provides guidelines for the cleaning staff.

Moreover, inside the lab, specific risks need to be indicated by icons on, for example, laser appliances, appliances which require the use of safety glasses, on doors of fridges with biological agentia, etc. Icons are also useful in order to find the first aid case, the fire extinguisher, the emergency exit, means of protection, etc. (see p.2)

5.2. FIRST AID

A first aid kit must be available in an easily accessible place. The content must be updated regularly. There are yearly checks by a specialised firm, wherefore your department will be invited by the department of Occupational Medicine.

5.3. FUME HOODS

When there is a real risk of inhaling dangerous volatile substances or of infection by biological agentia, activities need to take place in a well-functioning fume hood or a biological safety cabinet.

MAKE SURE THE FUME HOOD IS FUNCTIONING WELL!

- don't fill the fume hood needlessly with appliances and don't use it as a storage place;
- reduce the opening of the sliding door to the space necessary for manipulations; always work behind the sash window and in the indicated "safety zone" (maximum work opening, indicated by a red colour strip);
- close the sash window of the fume hood when it is not in use. ;
- decrease the use of the heat sources in the fume hood, since they disturb the air stream;
- make sure to minimise the number of manipulations and always work with calm movements;
- make sure the biological safety cabinet is tested every year.

Defects need to be reported as quickly as possible :
www.ugent.be/nl/voorzieningen/werkaanvragen.htm

More information concerning the correct use of a fume hood:
www.ugent.be/veiligheid/PMGE

5.4. FURNITURE

The furniture should be easy to decontaminate and maintain and should be specially adapted to the performed activities. In addition, enough attention should be paid to good ergonomics.

To receive instructions about screen work and to buy ergonomic chairs, please contact the Department of Occupational Medicine.

5.5. ENERGY AND WATER CONSUMPTION

Ghent University invests in cost-effective energy measurements in new buildings. Besides, efforts are taken to reduce the energy consumption in the existing patrimony. But also the users must be aware of their energy consumption. Campaigns are organised, a premium is paid for energy friendly refrigerators or water reducing techniques, … Also demands can be presented on the purchase of high-powered equipment, counters can be placed and departments are obliged to mention defects, abnormal energy or water consumption, ...

ENERGY TIPS!

- turn off the lights and switch off computers, printers, … when you leave;
- close the fume hoods after use, switch them off when you leave;
- mention the purchase of high-powered technical equipment (> 10 kW) and obtain advice from energie@ugent.be;
- chose for energy friendly equipment and water reducing measurements;
- share equipment or specific laboratories with other departments or faculties;
- mention defects or (expected) abnormal energy or water consumption (if not, costs can be ventilated to the department).

For more information about the premiums, the campaigns, the energy demands, …, contact :
energie@ugent.be

Or consult:
www.ugent.be/energie

6.1. MATERNITY PROTECTION

Pregnant women and women in the breast-feeding period should pay special attention to radioactive substances, teratogenic and/or mutagenic substances. Those are substances that can lead to structural or functional deviations and anomalies of the prenatal development or of the hereditary material, which is present but not necessarily revealed at birth. Similarly, working with biological agentia, raising heavy loads and exposure to heavy vibrations and noise (more than 80dB(A)) should also be reported to the Department of Occupational Medicine.

PROTECT YOUR (UNBORN) CHILD!

- inform the Department of Personnel and Organization as quickly as possible when you are pregnant or breast-feeding (dpo.ziekten@ugent.be);
- make an appointment with the Department of Occupational Medicine, who will draw up a form for the health evaluation;
- send this form to the Department of Personnel and Organization, who will send it to your headmaster;
- In high-risk situations, your head master will look for an adapted job or will give you permission to have maternity leave.

For the standard procedure for motherhood protection:
www.ugent.be/nl/univgent/bestuur/welzijnmilieu/gezondheid/moederschap
For more information, please contact the Department of Occupational Medicine.

6.2. THIRD PARTIES

For safety and environment considerations, third parties such as students, cleaning and technical staff, visitors, etc. need to be aware of potential risks. They should be well informed about acting safely and environment-minded.

Students should read the basic information in this regulation and sign it for agreement. This should happen in the first year of their Bachelor's and Master's degree. Moreover, they also need to be specifically guided in their assignment. Cleaning and technical staff, visitors, etc. should be clearly instructed about possible risks and preventive measures.

The Department of Occupational Medicine is also responsible for a medical examination and the vaccinations needed.

For third parties, the rules on maternity protection apply undiminished, as described in 6.1.

ACCOMPANY!

- make sure that third parties are not needlessly exposed to dangerous substances and apparatus and inform them about the risks and the specific guidelines of the lab, e.g. what to do after spilling incidents;
- during student practice, avoid contact with (very) toxic substances and other substances with a considerable risk for human beings and their environment and search for alternatives; otherwise, the university professor should give the MSDS and contact the services of Welfare and Environment;
- during student practice, it is forbidden to use hazardous aromatic or halogenated hydrocarbon, derivates from hydrogen with fluorine and bromine, biological agentia with risk level 3 and sources of ionizing radiation; if this does happen, the Department of Occupational Medicine must be warned ;
- as a university professor, make sure everybody uses collective and personal protective equipment (lab coat, safety glasses, gloves) correctly; if necessary, the department is responsible for personal dosimeters for the students in case they work with radioactive substances or sources of ionizing radiation;
- students on work placement should contact the Department of Occupational Medicine and their professor, in order to make a description of the job with a risk analysis.

Specific instructions about working with hazardous substances in practices for students:
www.ugent.be/milieu > gevaarlijke stoffen

6.3. STUDENTS ON WORK PLACEMENT

Students on work placement are equal to personnel for the safety and health prescriptions. The department of Occupational Medicine is responsible for the preliminary health assessment examination (also possible via the trainee post).

Before this examination the employer at the trainee post has to draw up a risk analyses to determine if there is any risk and if therefore a medical examination is necessary. In addition a job description form has to be filled in. If necessary the student must be vaccinated beforehand.

GOING ON WORK PLACEMENT? PREPARE IN TIME!

- give as a work placement responsible the necessary information to students going on work placement;
- as a student, ask your work placement responsible to make up a risk analysis and to fill in a job description form; get the necessary vaccinations via your family doctor and ask a certificate (for healthcare professions, an antibody determination for Hepatitis B surface is imperative);
- make an appointment with the department of Occupational Medicine, bring all documents with you and if necessary your vaccination card.

For the procedure and the forms, contact the work placement responsible of your department and consult:

www.ugent.be/gezondheid > informatie over studenten-stagiairs

6.4. HANDLING WITH ANIMALS

When working with animals, there are specific rules on safety, hygiene and environment.

The script of the faculty of Veterinary Medicine 'safety of students and staff':

www.ugent.be/di/nl/faculteit/raden/documenten/Handboek%20Facultaire%20veiligheidscommissie

6.5. ASBESTOS

Asbestos is not harmful when it is not damaged or manipulated; in other words, never perform activities without checking the asbestos inventory in advance.

For more information about asbestos (inventory), please contact the Department of Occupational Medicine or the Safety Department.

7 Risk analysis

The foundations of the health, safety and environmental policy are based on the risk analysis. By means of a risk analysis hazards and risk factors can be identified, determined and evaluated. As a result precautionary measures can be taken if necessary.
The risk analysis needs to be performed on three levels, i.c.: the organisation (UGent), the workplace (department) and the individual (personnel/staff).
The risk analysis on the level of the organisation and the individual are performed by the IDPBW, respectively by means of the GPP and the medical examinations. The risk analysis on the level of the workplace needs to be executed by the department itself, supported by the Safety department (IDPBW).

The risk analysis does not only relate to the work equipment, it also concerns the organisation of the lab, the hazardous substances that are being used, the performed experiments, the equipment, … A risk analysis (or assessment) is also necessary when there is a risk of formation of explosive atmospheres. In that case, an explosion protection document, including a classification of the identified hazardous places into zones, must be drawn up. This classification must be seen and approved by an external service for technical inspections at the workplace. For each of these topics an appropriate form is available on the UGent website. The performed risk analysis needs to be saved as long as the work equipment, hazardous substances or the workplace is being used.

PROTECT YOUR (UNBORN) CHILD!

- Make sure your department has the necessary risk analysis and consider them as a useful work tool;
- Draw up a step-by-step plan for the lacking risk analysis;
- Use the forms available on the UGent website;
- Contact the Safety department for support;
- Use the results of such a risk analysis;
- Keep the risk analysis as long as necessary;
- A risk analysis is a random indication: if the work equipment or the workplace changes, a new risk analysis should be performed.

Contact the Safety department before performing a risk analysis.

Fore more information about risk analyses (standard forms, methods,…):
www.ugent.be/veiligheid/risicoanalyse

Psychosocial well-being

8

Legislation with regard to psychosocial well-being at work aims to protect co-workers as much as possible from psychosocial pressure caused by work. Special attention is made to everything related to harassment, violence or undesirable sexual behaviour at work, in short "undesirable misconduct at work (UMW)".

Contact can be established with the confidential mediator and/or external prevention advisor for psychosocial aspects regarding any problems in this area.

The confidential mediator is, as a member of staff at Ghent University, the point of contact for reporting work-related problems which cause psychosocial pressure. The confidential mediator listens from an objective and neutral perspective and will look for a constructive solution together with the staff member concerned.

If the confidential mediator cannot take action due to circumstances or if the confidential mediator for the staff member would seem not to be the appropriate person, an appeal can be made to the external prevention advisor for psychosocial aspects.

Both the confidential mediator as well as the prevention advisor for psychosocial aspects take care of a confidential and proper follow-up of reported problems.

REMEMBER!

- everyone has a right to a pleasant work environment which is free of undesirable misconduct;
- if you are confronted with undesirable misconduct or other work-related problems causing psychosocial stress, you can address the confidential mediator and/or the external prevention advisor for psychosocial aspects;
- report cases of objectionable behaviour as fast as possible; the sooner problems are reported, the easier they usually are to solve;
- do not take part in objectionable behaviour or misconduct.

For more information:

www.ugent.be/gezondheid > psychosociale aspecten van welzijn op het werk

9 Emergency procedures

9.1. PERMANENT GUARD CENTER

In spite of all preventive measures and strict appliance of the rules, it is still possible that the policy of prevention fails in certain circumstances. In similar cases, an appropriate reaction may restrict the damage. From this point of view, a protection and intervention policy is set out for Ghent University by the services of Health, Safety and Environment in cooperation with the Facility Management office of the Department of Infrastructure and Facility Management.

The Permanent Guard Centre (PerC) plays a central role in the protection and emergency policy of Ghent University. This internal switchboard is continuously staffed and centralizes all the reports of irregularities in and around the university buildings, automatically (fire detection, test placing, electronically steered doors, etc.) as well as manually (telephonic reports).
PerC deals with these reports and contacts the competent internal and external services in order to solve the problems. The centre should be contacted for technical irregularities (faulty elevators, electric breakdown, water inconvenience, etc.) as well as incidental ones.

REPORT IRREGULARITIES!

- immediately report every irregularity (even the small ones) to PerC (88) and to your headmaster;
- answer all questions as accurately as possible and provide all the information needed:
  - who are you: name, contact details, etc.
  - nature and seriousness of the incident: fire, explosion, gas leakage, theft, defect, etc.
  - which hazardous substances are involved: chemical, biological, nuclear, etc.
  - are there victims: number, kind of injuries, etc.
  - where did the incident occur: site, building, floor, etc.
  - which actions have been undertaken: evacuation, first aid, attempt to extinguish the fire, etc.
- better make too many instead of too few reports!

The Permanent Guard Center (PerC) can be reached:
By phone in case of emergency: ***emergency number 88***
(09/264 8888 with mobile or external phones)
In any other case: 09/264 71 45 or via e-mail: permanentie@ugent.be

9.2. WARNING, ALARM AND EVACUATION

In case of fire or smoke detection or if the red alarm button is pushed, a warning signal will resound in the concerned zone. The sound will be monotonous and interrupted, warning everybody who is working in this zone. It will also spur on the EIP (the First Intervention Team), i.e. the employees who are responsible in emergency situations. They monitor the situation, report the people present and contact the PerC. Everybody should stay in place and make sure that the working environment is safe. If necessary, a first intervention can take place and the zone can be cleared at command of the EIP.

In case of collective danger, it may be necessary to evacuate. The according signal is a continuous alarm consisting of two tones. In that case, the building needs to be left as soon as possible and the employees should gather at a fixed meeting point. The escape route, emergency exits and the meeting point are indicated by green and white icons . A survey of all the meeting points for each building of the UGent can be found on the website.

More information about alarm and evacuation:
www.ugent.be/veiligheid/noodplanning > Evacuatie

Exit — Escape routes to the emergency exit — Meeting point

During the evacuation, always follow the instructions of the First Intervention Team (EIP). This team, specific for each building, consists of staff members who have been trained in the basics of fire fighting, first aid and evacuation. They are recognizable by their yellow jacket and/or red helmet. Every EIP has one or more coordinators, recognizable by their orange jackets, who are responsible for the local coordination at the evacuations.

Every year evacuation exercises are organised in the different buildings of Ghent University, in co-operation with the EIP. These exercises are designed to test the emergency procedures but also the occupants' ability to effectively and efficiently evacuate in response to an emergency. In that way, they are the ideal opportunity for the employees and students to learn to know the alarm signals, the meeting point and the EIP. A perfect co-operation to these actions is important for your own and other people's safety.

9.3. FIRST AID

In a lot of university buildings, it is possible to ask for first aid assistants. These people have had a training of a few days in resuscitation, wound care, manipulation of injured people, etc.. This training is heavier than the standard first aid training, which is given to all EIP members and is directed to primary medical assistance, for example reanimation.

All staff members can follow this type of training. In case of accidents, the PerC should always be contacted at the alarm number *88*.

REMEMBER!

- know the difference between warning and evacuation signals and act properly;
- never question an evacuation alarm – start the evacuation immediately;
- stop possible courses and practices, evacuate the room for which you are responsible and accompany your students to the meeting point;
- during the evacuation, use escape routes and emergency exits as much as possible;
- know the location of the meeting point and follow the instructions of the EIP;
- try to participate in the evacuation exercises;
- look for more information about the basic info sessions for the EIP – more info about it can be found on the website.

More information about EIP
www.ugent.be/veiligheid/noodplanning > Eerste InterventiePloegen

For more information about first aid or when interested in becoming a first aid asisstant, contact the Department for Occupational Medicine or consult
www.ugent.be/gezondheid > EHBO

9.4. INTERVENTION IN CASE OF EMERGENCY

Never act alone in case of emergency! The PerC should be called every time, in order to contact the right people. Just make sure that you are well informed about the procedures and the use of the present protective and intervention equipment, such as fire extinguishers, eye and emergency showers, first aid cases, breath protecting masks, etc..

The responsible internal services for Health, Safety and Environment are present at every incident and coordinate the intervention. When more serious incidents occur, PerC will contact the public emergency services (fire brigade, police, medical emergency services, etc.). In these cases, these services might need the present information about the building and the present substances which are possibly hazardous and to which some people might have been exposed.

IN CASE OF AN INCIDENT!

- never act alone;
- follow the guidelines of the competent services;
- inform the auxiliary services on the spot about possibly relevant information connected to people who stayed behind, dangerous situations and PMGE;
- know the guidelines and emergency procedures;
- don't lose sight of your own safety.

DECLARATION

The head of the department, the hierarchic line, is responsible for following the UGent-policy with regard to safety, health and hygiene, environment, radioprotection, security and emergency planning, as described in the regulations.

However, every person who works in one of the labs and workplaces of Ghent University must know and observe the regulations. This means that, not only the UGent-staff, but also students and particularly cleaning staff and maintenance and technical staff must know the regulations and the appropriate annexes. Therefore, the certificate mentioned below should be read and agreed on. It should then be handed over to the head of the department or registered in a signed list of names. The head of the department is obliged to place the signed declarations or the lists of names at the disposal of the internal and external control services.

I, the undersigned ..... declares

- to have taken note of the lab and workplace regulation of the UGent
- to have received a specimen of the regulation and
- to respect the guidelines/obligations stemming from this regulation

Name function

.....

.....

Date signature

Undersigned declares

- to have taken note of the lab –and workplace regulation of the UGent
- to have received a specimen of the regulation and
- to keep to the guidelines/obligations who arise out of the regulation

modelform

Name	*Function*	*Date*	*Signature*

Download the official release here:
www.ugent.be/laboreglement > namenlijst

LIST OF ABBREVIATIONS

ADR	accord européen relatif au transport internat. des marchandises Dangereuses par Route
C	corrosive
CBM	collective protective equipment - CPE
DGFB	Department of Infrastructure and Facility Management
DPO	Department of Personnel and Organization
E	explosive
EHBO	first aid
EIP	First Intervention Team
F+ / F	extremely / highly inflammable
GGO	genetically manipulated organism
IATA/TI'S	International Air Transport Association; Technical Instructions for the safe transport of dangerous goods by air
IDPBW	Internal Office for Prevention and Protection at work
MSDS	Material Safety Data Sheet
N	dangerous for the environment
(N)RMA	(non) hazardous biological waste
O	oxiderend
PerC	The Permanent Guard Centre
PBM	personal protective equipment - PPE
PMGE	hazardous substances
R	risk sentences
S	safety sentences
T+ / T	(very) toxic
Vlarem	Vlaams reglement betreffende de milieuvergunning
Xi	irritating

COLOFON

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For our online versions of the LABORATORY and WORKPLACE REGULATION :

www.ugent.be/laboreglement

REF E-005

Department of Administrative Affairs
Internal Office for Prevention and Protection at Work
Environment Office
Sint-Pietersnieuwstraat 25
B-9000 Gent

CONTACT DETAILS OF THE DEPARTMENT

The services of Health, Safety and Environment play a supportive as well as an advising and serving role. However, a system that works excellently is supported by all the staff members, especially the people responsible for waste, biosafety, guarding, EIP-members, etc. They all realise the importance of a quick and efficient spread of information and can interfere in case of emergency.

For your convenience, the contact details of these services are listed below.

However, the head of the department, the department's chairman and the hierarchic line still need to bear the responsibility for the imitation of the prevention policy on safety, health and hygiene, environment, radioprotection, safety and emergency planning, as described in the regulations.

	Name	***N° of the room.***	***Phone number***
Head of the department			
Person in charge of the lab or workplace			
Contact person for waste			
Certified person for radioactivity			
Person in charge of first aid			
First Intervention Team			

The relevant contact details need to be displayed at the front door of each lab or workplace.

The Permanent Guard Center (PerC) can be reached:
By phone in case of emergency: ***emergency number 88***
(09/264 8888 with mobile or external phones)
In any other case: 09/264 71 45 or via e-mail: permanentie@ugent.be